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15 JUL 1963

MEMORANDUM FOR: Director of Communications  
Director of Logistics  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Automatic Data Processing Staff  
Chief, Medical Staff

SUBJECT : Contacts with Office of the Director

1. I wish to supplement what was said on this subject at our Staff Meeting on 10 July and to make clear my purpose in mentioning it.

2. From time to time General Carter, Mr. Kirkpatrick, or some one of their staff assistants will go directly to a DD/S component with a request for information or action, or a DD/S officer will deal directly with someone in the Office of the Director on a matter of current concern. This is to be expected and I certainly do not wish to put any roadblocks in the way of prompt action by any DD/S element. It is important, however, that I be informed of such direct contacts because related comments or questions often come to me and I must be able to respond appropriately.

3. The circumstances in each instance will determine what should be reported, and how; this is a matter of judgment. If a matter is of informational interest but of no particular urgency, I suggest that it be entered in the Daily Log which circulates in my office. This can be arranged by a telephone call to [ ] or an informal note. If time is important, call me (or Gates Lloyd or [ ] or send up an informal note. A memorandum is usually not necessary; in fact, I prefer the oral communication unless a memorandum is necessary to ensure against possible misunderstanding.

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Signed

L. K. White  
Deputy Director  
(Support)

DD/S:LKW:jas

Distribution:

O - D/CO

cc: Ex. Dir.

1 - ea following addressee

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MINUTES

DD/S STAFF MEETING

E-X-T-R-A-C-T

15 May 1963

"Business with the Office of the Director

Colonel White requested that Office Heads and Staff Chiefs keep him completely informed of any and all dealings they have with the Office of the Director to ensure that he is protected against the embarrassment of being unable to respond to direct inquiries from General Carter or Mr. Kirkpatrick.

10 July 1963

"Briefings for the Executive Director

Office Heads and Staff Chiefs were reminded, and requested to remind personnel in their offices, that the DD/S should be informed any time they deal directly with the Executive Director or anyone else in the Office of the Director. It is embarrassing to the DD/S when he receives queries from the front office about matters which may have been discussed directly by a representative of one of the Support components without informing him that such a briefing has taken place."

E-X-T-R-A-C-T